

**Instructions for Completing the
Ombudsman Volunteer Recruitment Initiative
Monthly Expenditure Report and Request for Funds
CDA-OMB-300 (Rev. 1/04)**

1. Complete the Heading. Contractor Name (AAA) and Contract number must be the same as on the Standard Agreement (STD 213).
2. Enter the Date of this report, Fiscal Year, Contract Number, and PSA number.
3. Enter the Expenditure Month and Year.
4. In column (a), list the budget line item amounts for each cost category. Total costs in column (a) may not exceed the total allocation from the Federal Citation Penalty Account as shown in the latest Title III/VII Budget Display. Total funding from the Federal Citation Penalties Account and Total costs in column (a) must be equal.

Budget figures can be amended with written notice to, and approval of, the Office of State Long-Term Ombudsman (OSLTCO).

5. In column (b), report expenditures for the current month.
6. Federal Citation Penalty Account funds are advanced quarterly. Check the appropriate Quarter, and in column (c) request up to 25% of the allocation.
7. Enter the appropriate Fiscal Year for the request for funds.
8. The CDA-OMB-300 is due to the OSLTCO by the 30th of each month. Submit the completed report by e-mail to OSLTCO. OSLTCO staff will sign the report.
9. Quarterly requests for Federal Penalty Citation Account funds and Monthly Expenditures can be combined on the same report, if appropriate.

Expenditure Report Due Dates:

July Exp due August 30th
Aug Exp due September 30th
Sept Exp due October 30th
Oct Exp due November 30th
Nov Exp due December 30th
Dec Exp due January 30th

Jan Exp due February 28th
Feb Exp due March 30th
Mar Exp due April 30th
Apr Exp due May 30th
May Exp due June 30th
June Exp due July 30th

Request for Federal Penalty Citations Account Due Dates:

1st Qtr Request due May 30th
2nd Qtr Request due August 30th

3rd Qtr Request due November 30th
4th Qtr Request due February 28th